

subcommittees review the operations of individual agencies and recommend improvements.

The Council has twenty-five members. Thirteen are appointed by the Governor who names the chair. Two are named by the Chief Judge of the Court of Appeals, five by the Senate President, and five by the House Speaker. Authorization for the Council continues until June 30, 2002.

OFFICE OF BUDGET

Vacancy, *Executive Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2271

The Office of Budget was formed in 1996. The Office oversees three divisions: Capital Budget; Fiscal Planning; and Operating Budget.

DIVISION OF CAPITAL BUDGET

Arthur H. Hilsenrad, *Director*

301 West Preston St.
Baltimore, MD 21201 (410) 767-4579

The Division of Capital Budget started as the Office of Capital Budgeting within the Department of State Planning. In 1989, responsibilities for capital budgeting transferred to the Division of Capital Programs in the Department of Budget and Fiscal Planning (Chapter 540, Acts of 1989). Renamed the Division of Capital Budgeting in 1990, the Division became the Division of Capital Budget under the Office of Budget in 1996.

The Division prepares the Governor's Annual Capital Budget and develops the Five-Year Capital Improvements Program. The Capital Budget includes State-owned construction projects and numerous grant and loan programs. For State-owned construction projects, the Division reviews facility programs and must approve them before design can begin. The Division, however, does not review Department of Transportation projects. For all capital projects, the Division inspects sites, holds hearings, and prepares testimony for the General Assembly.

The Division provides technical assistance to State agencies in preparing master plans, and studies the feasibility and need for certain State facilities. The Division also coordinates the purchase of all capital equipment for State agencies.

DIVISION OF FISCAL PLANNING

Charles J. Richardson, *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-5253

Formerly under the Deputy Secretary, the Division of Fiscal Planning was placed under the Office of Budget in 1996. The Division studies economic

conditions, trends, and indicators, and analyzes their impact on Maryland. The Division prepares forecasts of revenues and expenditures, State debt, and aid to local governments, and undertakes fiscal research projects as needed by the Department.

DIVISION OF OPERATING BUDGET

Raymond J. Wright, *Director*

45 Calvert St.
Annapolis, MD 21401 (410) 974-2271

The Division of Operating Budget began as the Division of Budget Analysis. It was reorganized by its current name under the Office of Budget in 1996. The Division helps the Secretary of Budget and Management draft an annual State operating budget for the Governor's consideration. For this purpose, the Division evaluates requests for appropriations from all operating units of State government.

The Division studies and makes recommendations on financial, revenue and fiscal matters that affect the current budget of State government, including budget amendments. It also reviews projected budgetary requirements. To detect any duplication or overlap of work, duties, or functions, the Division examines the administration, organization, staffing, duties, and responsibilities of State agencies.

Professional personnel of the Division are assigned certain areas of State government to study and analyze. They evaluate budget requests, historical data, and other information about State agencies under their review and make recommendations regarding agency budgets.

The Division also enforces laws and regulations that ensure economical and efficient use of State funds, personnel, equipment (including State-owned motor vehicles), and other resources (Code State Finance and Procurement Article, secs. 3-201 through 3-503, 7-101 through 7-404).

OFFICE OF HUMAN RESOURCES

Vacancy, *Executive Director*

301 West Preston St.
Baltimore, MD 21201 (410) 767-4715

The Office of Human Resources was created in 1996 when functions of the former Department of Personnel transferred to the Department of Budget and Management. The Office is responsible for Employee Benefit Services and Personnel Management Services.

GOVERNOR'S QUALITY COUNCIL

Chair: Tina Romanowski, Director, Continuous
Quality Improvement Center
(410) 767-4687

The Governor's Quality Council began in 1992 as the State Quality Council (Executive Order